



JOB DESCRIPTION

Title: **OFFICE SPECIALIST II**
Department: City-Wide
Class Code: 6680
FLSA Status: Non-Exempt
Effective Date: July 1, 1998 (Rev 07/02)
Grade Number: 10

GENERAL PURPOSE

Under general supervision of an Administrative Superior performs intermediate level secretarial duties in various departments of the city.

EXAMPLE OF DUTIES (Any one position may not include all of the duties listed, nor do the listed examples include all duties which may be found in positions of this class.)

- *-- Takes and types minutes of various meetings; may take dictation and prepare reports and correspondence; files important materials for future use.
- *-- May prepare monthly and quarterly reports, statistical information and budgeting records; may be responsible to pay bills for the operation of various offices.
- *-- Answers telephone; takes messages; directs visitors to appropriate staff members; dispatches appropriate information.
- *-- Schedules staff members for meetings; schedules room for use; receives mail; delivers mail to staff members.
- *-- Inventories departmental supplies; orders necessary supplies.
- *-- Keeps record of payroll; keeps records on number of hours worked, vacation, sick leave, and floating holiday status.
- *-- Takes money for various services; makes change for staff members.
- *-- May perform some function specific to the department such as mapping, issuing building permits, drafting agendas, preparing various legal documents, etc.
- Performs related duties as required.

MINIMUM QUALIFICATIONS

Education and Experience

- High School graduation with course work in typing, filing, and general office procedure and three (3) years of related work experience, with one (1) year as an Office Specialist I, plus six (6) months of word processing experience (I.B.M. System AS400 desired and Word Perfect for Windows preferred), OR any equivalent combination of education and experience.
- Preference given to those with experience in the use of word processing, spreadsheets and a typing speed of 55 net words per minute or better.

Special Requirements

- None.

Necessary Knowledge, Skills and Abilities

- Considerable knowledge of general office practices and procedures; considerable knowledge of the proper use of grammar punctuation and spelling; working knowledge of the department and the basic functions it performs.
- Ability to communicate both verbally and in writing; ability to create effective working relationships with employees and the public.

TOOLS & EQUIPMENT USED

- Personal computer, including word processing, spreadsheet and database software; phone; copy and fax machine.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is frequently required to sit and talk or hear; use hands to finger, handle, or operate objects, tools or controls; and reach with hands and arms. The employee is occasionally required to walk.
- The employee must frequently lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work is performed primarily in an office setting. The noise level in the work environment is usually quiet.

DEPT/DIVISION APPROVED BY: _____ DATE: _____

EMPLOYEE'S SIGNATURE: _____ DATE: _____

H. R. DEPT. APPROVED BY: _____ DATE: _____

*Essential functions of the job.